



JOB OPPORTUNITY

CALIFORNIA DEPARTMENT OF INSURANCE

STUDENT ASSISTANT

\$8.41 - \$11.53/HOUR

FINANCIAL SURVEILLANCE BRANCH - ACTUARIAL OFFICE

LOS ANGELES

MULTIPLE POSITIONS

RESPONSIBILITIES:

The Student Assistant supports the Actuarial Office while working under close supervision; compiles actuarial compliance checklists and data, summarizes and verifies information submitted by insurers, verifies that insurers have addressed required actuarial considerations in actuarial submissions, creates and maintains databases, generates charts and reports. Typical duties include but are not limited to:

- Compile actuarial compliance checklists and perform initial review of life and health forms submissions from insurers.
- Extract and compile actuarial data, perform internet search of state and company sites for topics of actuarial interest.
- Review Actuarial Opinions and verify required topics including principle based reserves are addressed specifically.
- Review Illustration actuary certifications.
- Calculate non-forfeiture values.
- Design and compile summary files with policy counts and rate increase history information.
- Compile and verify rates, loss ratios, and policy values.
- Review and comment on the appropriateness of rating structures and relativities.
- Survey other regulatory agencies to set performance measurements and standards

DESIRABLE QUALIFICATIONS:

- Dependable and be able to follow instructions
- Willing to take initiative
- Good interpersonal skills
- Able to speak and write effectively and with clarity
- High work and personal skills, knowledge of computer applications desirable in Word, Excel, Access, PowerPoint, and APL

WHO MAY APPLY:

Applications will be accepted from current Student Assistants employed by the State of California or applicants currently enrolled in a college or university. Applicants must provide proof of enrollment as a student assistant in an appropriate college or university program and provide a copy of college transcripts. Applicants with a major course of study in Mathematics or Actuarial Science are preferred; however, student assistant applicants with an undeclared major may also apply. ***Assignment to begin no earlier than July 1, 2014.***

02/04/14 Mr

DO NOT SUBMIT APPLICATIONS TO CalHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

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APPLICATION PROCEDURE:

Please mail a completed standard [State Application STD 678](#) to Malinda Randolph, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **PLEASE INDICATE "Student Assistant, PSN # 413-356-4870-XXX" ON THE STATE APPLICATION. PLEASE ATTACH PROOF OF ENROLLMENT AND COLLEGE TRANSCRIPTS TO THE APPLICATION.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. **DO NOT EMAIL APPLICATION.** For additional information, please call (916) 492-3308 or email – Malinda.Randolph@insurance.ca.gov.

FINAL FILING DATE: Until Filled

NOTE: Interested Individuals, including list eligibles, must submit applications in order to be considered for this position. Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR and the applicant's name may be removed from the eligibility list. If you are applying for more than one recruitment, a separate State Application (STD 678) is required for each recruitment for which you would like to be considered.

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